

**N.C. Division of Aging and Adult Services, Administrative Letter No. 08-08**  
**Adult Services Section**

**Date:** August 19, 2008

**Subject:** Correction of SA Invalid Facility Codes in EIS for SA Recipients

**Distribution:** County Directors  
Special Assistance Supervisors

**Effective Date:** August 19, 2008

**I. Background**

The Division of Aging and Adult Services has, in conjunction with EIS, created a report in NCXPTR, named **DHREJ SA CASES INVALID FACILITY**. This report, available in NCXPTR effective 8-19-08, lists by county all SA cases which are currently receiving Special Assistance (SA), but whose corresponding EIS facility code indicates that the facility is either not SA approved or does not have a Civil Rights agreement on file.

The Division believes that the majority of these cases have invalid facility codes due to expired licenses, new license numbers, new ownership, data entry errors, or for various other reasons. However, in some cases counties may discover that recipients are in facilities that are not licensed or are not eligible to receive SA.

The purpose of this Administrative Letter is to provide instructions on how to correct the SA data, and to assure that SA recipients are residing in licensed, SA approved facilities in advance of the implementation of an edit in early September that **will not allow case entries or changes to be made if the facility code is invalid**.

**II. Action Required on Active Cases**

Counties should work this report as follows:

- A. Review the NCXPTR report indicated above.
- B. Verify and document the actual site location of the SA recipient listed on the report.
- C. To find the accurate facility code, please use the procedures outlined in the EIS Manual regarding the EIS Facility Inquiry/Update Screen found at [http://info.dhhs.state.nc.us/olm/manuals/dma/eis/man/Eis1063.htm#P33\\_1216](http://info.dhhs.state.nc.us/olm/manuals/dma/eis/man/Eis1063.htm#P33_1216)
- D. Change the facility code on the 8125 screen to the accurate code.
- E. If you cannot find an accurate facility code for the facility, please:
  1. Check to verify that the facility is a licensed facility by using the [licensed facilities list](http://www.ncdhhs.gov/dhsr/reports.htm) on the Division of Health Service Regulation website. (<http://www.ncdhhs.gov/dhsr/reports.htm>)
  2. If the facility is a mental health facility, make certain the facility is a 27G. 5600A or 27G. 5600C facility, the only mental health facilities that are SA eligible.

3. If the SA recipient resides in a 27G. 5600F facility, create a list of these cases that includes the information provided on the NCXPTR report. Send a password protected list to [Chris.Urso@ncmail.net](mailto:Chris.Urso@ncmail.net). **Do not close 5600F active cases.**
4. Any SA recipients found to be living in an unlicensed facility or unapproved SA facility, **other than a 5600F**, must be given a timely notice to terminate their SA benefits. For those recipients who need and/or wish to continue to receive SA, the county DSS should assist them with finding a licensed SA approved facility. If necessary, the SA case worker should make a referral to Adult Services to assist with this transition.
5. If an accurate EIS code cannot be found please note the contact list for the appropriate Division of Health Service Regulation staff:
  - a. Nursing Homes: Becky Wertz – (919) 855-4580 or Beverly Speroff – (919) 855-4555
  - b. Hospitals: Linda Johnson – (919) 855-4622 or Azzie Conley – (919) 855-4646
  - c. Hospice: Audrey Foster – (910) 855-4621 or Azzie Conley – (919) 855-4646 (residential hospice facilities which have agreements with the Division of Aging and Adult Services are SA eligible.) A list of these facilities is attached to this letter.
  - d. ICFMR Mental Health: Laurel Callis – (919) 855-3797
  - e. Adult Care Homes and Family Care Homes: Karen Jones (919) 855-3785

Your [Adult Programs Representative](#) is available to assist you with any questions regarding this letter.

### III. **EIS Edit to Prevent Authorization in Unlicensed Facilities and Facilities that are not SA Approved**

Early in September, EIS will implement an edit which will not allow entries or changes to cases with invalid facility codes. If an incorrect facility code is entered, an error message "FACILITY CODE INVALID" will be displayed. Invalid facility codes for this edit will consist of those codes where the SA eligible indicator or the civil rights indicator is not a "Y". The correct facility code must be entered before a change will be allowed.

If you have any questions regarding this information, please contact your [Adult Programs Representative](#), or Brenda Porter, SA Program Coordinator at (919) 733-3818.

Sincerely,



Dennis W. Streets  
Director

DWS/bfp/cu

Attachment

## Hospice Residential Facilities with Memoranda of Agreement to Accept Special Assistance

10A NCAC 13K .1100  
Hospice Residential Care

List is current 8-1-08  
Division of Aging & Adult Services

Parent Company Name	Facility Name	Facility Address
Hospice and Pallative Care of Alamance-Caswell	HOSPICE HOME	918 Chapel Hill Road; Burlington, NC 27215 (336)532-0100
Mountain Area Hospice/Community CarePartners	MOUNTAIN AREA HOSPICE (Community CarePartners)	21 Belvedere Road; Asheville, NC 28803 (828)255-0231
Burke Hospice and Palliative Care, Inc.	BURKE PALLIATIVE CARE CENTER	1729 Enon Road; Valdese, NC 28640 (828)879-1601
Hospice of Cabarrus Co., Inc	HOSPICE & PALLIATIVE CARE OF CABARRUS COUNTY	5005 Hospice Lane; Kannapolis, NC 28081 (704)935-9434
Palliative Care Center & Hospice of Catawba Valley, Inc.	PALLIATIVE CARE CENTER & HOSPICE OF CATAWBA VALLEY, INC	3967 Robinson Road; Newton, NC 28658 (828)466-0466
Palliative Care Center & Hospice of Catawba Valley, Inc.	CATAWBA VALLEY HOSPICE HOUSE	3961 Robinson Road, Newton, NC (828)466-0466
Hospice and Palliative Care Cleveland County	WENDOVER-THE KATHLEEN DOVER HAMRICK HOSPICE HOUSE	953 Wendover Heights Drive; Shelby, NC 28150-3565 (704)487-7018
Hospice and Palliative CareCenter	KATE B. REYNOLDS HOSPICE HOME	101 Hospice Lane; Winston Salem, NC 27103 (336)768-3972
Hospice of Gaston Co., Inc dba Gaston Hospice	ROBIN JOHNSON HOUSE - GASTON HOSPICE	5005 Shepherds Way Drive; Dallas, NC 28034 (704)922-4211
Hospice and Palliative Care of Greensboro	HOSPICE AT GREENSBORO-BEACON PLACE	2500 Summit Avenue; Greensboro, NC 27405 (336)621-5301
Four Seasons Hospice and Palliative Care	FOUR SEASONS HOSPICE & PALLIATIVE CARE	581 South Allen Road; Flat Rock, NC 28731 (828)692-9633
Hospice and Palliative Care of Iredell County	GORDON HOSPICE HOUSE	2341 Simonton Road, Statesville, NC 28625 (704)761-2400
Richmond County Hospice	HOSPICE HAVEN	1119 North U.S. Highway 1; Rockingham, NC 28379 (910)997-4464
Hospice of Rutherford County, Inc	HOSPICE OF RUTHERFORD COUNTY, INC,	372 Hudlow Road; Forest City, NC 28043 (828)245-0095
Hospice of Scotland County	HOSPICE OF SCOTLAND COUNTY-Morrison Manor	610 Lauchwood Drive; Laurinburg, NC 28352 (910)276-7176
Hospice of Union County, Inc	HOSPICE OF UNION COUNTY, INC.	700 West Roosevelt Blvd.; Monroe, NC 28110 (704)292-2100